

# Knox Public Health

www.knoxhealth.com · 11660 Upper Gilchrist Rd., Mount Vernon, OH 43050 · 740-392-2200

July 22, 2020

The Board of Health of the Knox County Health District held a regular meeting in the agency conference room with a digital platform option through Zoom. The following were in attendance:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
Jeff Harmer, Pro-Tem	Julie Miller, Health Commissioner
Joe Porter	Joyce Frazee, Human Resource Supervisor
Amanda Rogers, DVM	Zach Green, Admin/Ops Director
Barb Brenneman	Lane Belangia, Community Health Center CEO
Diane Goodrich	Pam Palm, Planning Education & Promotion Director
Lee Rhoades	Nate Overholt, Environmental Health Director
	Brett Berger, Information Technologist
<b>ABSENT</b>	
Eric Siekkinen, RPh, President	<b>GUESTS</b>
Barry George, MD	Larry DiGiovani, Mount Vernon News
Katie Hunter, Fiscal Coordinator	Grant Pepper, Knox Pages
Cyndie Miller, WIC Director	

## 1. Convention

### 1.1. Call to Order

Jeff Harmer called the meeting to order at 6:32 p.m.

### 1.2. Acceptance of Agenda

Joe Porter made a motion to accept the agenda. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

### 1.3. Approval of the minutes for June 24, 2020 Board of Health meeting.

The minutes of the regular meeting held, June 24, 2020 were reviewed and accepted. Barb Brenneman made a motion to approve the minutes. Lee Rhoades seconded the motion; Jeff Harmer and Joe Porter abstained; in the negative: none. The motion was approved.

Correction:

The minutes of the regular meeting held, June 24, 2020 were reviewed and accepted. Barb Brenneman made a motion to approve the minutes. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

### 1.4. Approval of Bills

Joe Porter made a motion the accounts payable be approved and payment authorized with the itemized list becoming by reference a part of the minutes. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

<b>FUND</b>	<b>AMOUNT</b>
801 - General Fund	25,442.65
805 - Swimming Pool Fund	31.68
806 - Food Service Fund	898.10
807 - Private Water Fund	3,148.80
808 - WIC Grant	301.14
809 - Sewage Program Fund	2,395.32
811 - Creating Healthy Communities Grant	51.19
812 - Public Hlth Emergency Preparedness Grant	3,054.88
814 - Community Health Center Grant	83,202.53
830 - Drug Free Communities	3,808.50
<b>Total</b>	<b>\$122,334.79</b>

**THEN & NOW**

801 - General Fund	857.79
806 - Food Service Fund	150.00
807 - Private Water Fund	152.00
808 - WIC Grant	238.98
809 - Sewage Program Fund	540.00
812 - Public Hlth Emergency Preparedness Grant	180.39
814 - Community Health Center Grant	22,786.86
<b>Total</b>	<b>\$24,906.02</b>

**1.5. Public Participation - None**

**2. Hearing/Reading/Regulations**

**2.1. Approval of household sewage treatment system variance to Frank Pribonic at 4323 Mink Street, Mt. Vernon, OH 43050, Milford Township, Parcel # 43-00269.000 to allow installation of a new treatment system for an existing home where the new line exiting the home to go under the driveway and cannot meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06.**

Amanda Rogers, DVM made a motion to approve household sewage treatment system variance to Frank Pribonic at 4323 Mink Street, Mt. Vernon, OH 43050, Milford Township, Parcel # 43-00269.000 to allow installation of a new treatment system for an existing home where the new line exiting the home to go under the driveway and cannot meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06. Lee Rhoades seconded the motion: in the negative; none. The motion was approved.

**3. Special Reports**

**3.1 Board Report - None**

**3.2. Leadership Report**

## **ADMINISTRATIVE SERVICES & OPERATIONS- Zach Green, Director**

### **Accreditation**

The primary focus has been on education for staff and BOH on Accreditation, PM, and QI. The first SIT quarterly newsletter went out, it is designed to answer staff questions regarding Accreditation, PM, & QI we received from the staff survey. The SIT Board is still going strong and serves a great information source for staff on these topics as well. In addition to focusing on staff education, we are also reviewing the current PM metrics to assess if we are accurately capturing the outcomes/impact of this agency in the best way. We will be proposing changes to both the Leadership Team and the BOH PM Committee by September. The second quarter statistics report is completed and included in your packet.

### **Facility/Maintenance**

Annual shredding of records in accordance of the record retention schedule is pending onsite pickup. Approx. 25 boxes of records are ready and approved to be destroyed. In regards to the conference room, a meeting with CustomWired resulted in potential solutions to upgrade virtual meetings in the future. In addition, a consultant has been secured to identify the ongoing issues with the agency internet. Lastly, all of the acrylic barriers have been installed throughout the agency including the Danville site.

### **Fiscal**

The Annual Financial Report (AFR) has been completed and submitted to the Ohio Department of Health. All of the cash advances have been returned to the general fund. The state audit has begun and is time consuming since they auditor is offsite and the new finance software is being utilized to generate the desired reports. With that noted, it has allowed fiscal staff to draft new reports that will increase efficiencies for the coming years. Lastly, the fiscal manual is nearly complete and the procedures have been updated to reflect the new finance software programs (MIP & inSITE).

### **Public Health Emergency Preparedness (PHEP)**

Over the last month all PHEP deliverables have been submitted and approved. The start of the new PHEP grant year is now underway. We are currently waiting on the updated guidance to begin the new year with a select few deliverables based on COVID19 response. The EPC continues to split time at the EMA assisting with the logistical needs of Knox County. The ERP is still being worked on to get all documents in the same format. I am hoping that this is able to be completed before the next board of health meeting. The EPC also assisted with the Centerburg Drive-Thru testing. Planning is now in process for the Drive-Thru test site at East Knox Schools.

### **Information Technology (IT) & Vital Statistics**

IT- Office 2019 upgrade has begun. As of 7/13, eleven machines have been upgraded. Upgrade runs smoothly and takes about 30 minutes. These are being completed when people are on vacation, in meetings, etc. to avoid disruption. Those upgraded are not having issues using the new version. This version is functionally very similar to our previous version, most of the changes are cosmetic and 'under the hood'. The power outage in late June at the Danville office rendered the batteries in our UPS inoperable. Tripp Lite replaced them under warranty and it is now re-installed.

Vital Stats- Birth certificate purchases continue to trend up. As of 7/13 we have done 94 for the month of July. This puts us on track for 250+ for July. I have redesigned our application for birth and death certificates. The current form seems to confuse our customers. We are going to see if this version is easier for our customers.

## Fiscal Coordinator Report – Katie Hunter

KNOX COUNTY GENERAL HEALTH DISTRICT									
BUDGET HIGHLIGHTS									
June 30, 2020									
	June Revenue			June Expense			June Cash Balance		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
<b>District Health Fund</b>									
801 - District Health Fund*	127,227.73	57,308.85	37,077.54	146,395.93	112,954.37	126,312.56	1,789,177.29	704,430.31	781,730.65
<b>Environmental Health Restricted Funds</b>									
805 - Swimming Pool Fund	6,810.00	0.00	0.00	2,094.02	2,324.14	1,757.57	5,967.99	6,858.52	9,655.92
806 - Food Service Fund	5,520.00	1,633.00	4,010.00	11,357.24	12,951.40	10,485.99	67,708.33	50,241.17	65,955.43
807 - Private Water Fund	7,362.65	7,226.76	7,694.41	7,706.49	4,893.67	4,559.69	8,786.26	5,465.75	6,900.15
809 - Sewage Program Fund	10,955.00	10,160.00	11,871.00	9,124.61	9,138.15	7,404.86	11,935.28	12,667.77	43,180.30
810 - RV Park/Camp Fund	3,769.50	0.00	0.00	1,547.71	1,183.34	999.62	8,526.12	2,093.28	6,167.34
<b>Subtotal</b>	<b>34,417.15</b>	<b>19,019.76</b>	<b>23,575.41</b>	<b>31,830.07</b>	<b>30,490.70</b>	<b>25,297.73</b>	<b>102,923.98</b>	<b>77,326.49</b>	<b>131,859.14</b>
<b>Special Revenue Funds</b>									
803 - Home Health Fund	0.00	26,525.41	43,783.64	0.00	25,709.63	31,048.20	0.00	827,759.44	799,631.64
819 - Solid Waste Fund	8,955.71	0.00	0.00	1,182.10	1,622.28	2,600.31	16,674.93	8,862.45	11,631.52
<b>Subtotal</b>	<b>8,955.71</b>	<b>26,525.41</b>	<b>43,783.64</b>	<b>1,182.10</b>	<b>27,331.91</b>	<b>33,728.51</b>	<b>16,674.93</b>	<b>836,621.89</b>	<b>811,263.16</b>
<b>Grant Funds</b>									
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	21,690.20	21,345.97	19,216.41	22,415.44	22,501.48	18,660.85	42,743.95	11,080.57	29,459.03
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	6,614.80	7,630.59	5,656.94	6,989.10	6,996.52	8,420.71	29,886.57	29,244.78	13,464.86
812 - PHEP Grant Fund FY July 1 - June 30	9,413.12	5,039.97	0.00	17,310.43	5,685.28	10,909.74	19,596.44	20,742.71	29,829.56
813 - MCI/MQ2 Grant Fund FY Oct. 1 - Sept. 30	50.00	851.15	6,497.97	2,239.08	2,863.84	1,946.63	53,021.55	58,421.11	35,139.09
814 - Community Health Center Grant FY April 1 - Mar 31	252,436.79	183,587.97	175,217.98	194,575.05	202,331.93	184,517.69	109,881.74	30,725.72	70,586.05
830 - Drug Free Communities FY Oct. 1 - Sept. 30	39,957.84	8,885.08	5,251.37	9,992.13	8,885.08	5,326.37	34,965.71	4,123.38	4,771.16
<b>Subtotal</b>	<b>330,162.75</b>	<b>227,340.73</b>	<b>211,840.67</b>	<b>253,521.23</b>	<b>249,264.13</b>	<b>229,781.99</b>	<b>290,095.96</b>	<b>154,338.27</b>	<b>183,249.75</b>
<b>TOTAL ALL FUNDS</b>	<b>500,763.34</b>	<b>330,194.75</b>	<b>316,277.26</b>	<b>432,929.33</b>	<b>420,051.11</b>	<b>415,120.79</b>	<b>2,198,872.16</b>	<b>1,772,724.96</b>	<b>1,908,110.70</b>

\*Includes Health Levy, Political Subsidies, Vital Statistics, CMHI, Safe Communities, TUIC Grant, United Way Grants.

## HUMAN RESOURCES – Joyce Frazee, Human Resource Supervisor

In order to complete the required board training Joyce shared with the board that Carmen Barbuto will be offering training before the board meetings in August, September and October. Trainings will be interactive using power point.

New employee Chris Remy, LISW started July 13. He was hired to absorb Melissa Valentines clients after she leaves August 7. Melissa and Chris will work together through this transition.

As previously mentioned I am rewriting the Longevity Pay policy. Once written it will be submitted to OPERS for approval to determine if it is earnable wage and if retirement benefits are paid.

Board trainings have been on hold since COVID started. I am working with Carmen to develop trainings for August, September and October. Trainings will be focused on accreditation, QI/QA and performance management.

## ENVIRONMENTAL HEALTH – Nate Overholt, R.S., Director

Amanda Rogers, DVM asked Nate where the Harmful Algal Bloom reported in his division report was found? Nate reported it was found in the north branch of Kokosing Lake and additional testing was still pending.

A household sewage treatment system variance application was provided by Frank Pribonic at 4323 Mink Street, Mt. Vernon OH, Milford Township Parcel Number 43-00269.000 in order to install a new septic system. The current system was found to be discharging to a road ditch and in order to install a new leaching system, the pipe must go under the driveway. Since the distribution pipe will be located under the driveway, the isolation distances in Ohio Administrative Code 3701-29-06, the isolation distances cannot be met and a variance is required.

Environmental Health Director Nate Overholt was notified from the Ohio Department of Health that a potential Harmful Algal Bloom (HAB) was reported to them by the United States Army Corps of Engineers. In the report, it was stated that a child might have become ill due to exposure due to recreational activities in the picnic/campground area. A water sample was collected on 07/14/2020 and will be sent to Alloway Laboratories in Marion, OH for analysis. The investigation with the illness and laboratory analysis pending at the time of this report.

Environmental Health Director Nate Overholt and Health Commissioner Julie Miller met with the Knox County Fair Board President, Knox County Sheriff and the Mt. Vernon Fire Department Chief on site to discuss the operations for the upcoming fair in order to stay in compliance with the guidance provided by the Ohio Department of Health and the Governor's Office for county fairs during the Covid-19 pandemic.

### **PLANNING EDUCATION & PROMOTION – Pam Palm, Director**

As part of the Creating Healthy Communities (CHC) grant, Tami Ruhl hosted a meeting with Project Planners from Toole Design Group and Mount Vernon's mayor and members of city council members to discuss Mount Vernon's zoning codes. Toole Design Group will review the city's zoning codes and give recommendations for updates that align with the Active Transportation initiatives. This is a service provided to CHC grant recipients.

Community Roots, a local non-profit that provides educational programming, has been awarded a USDA Farm-to-School Planning Grant. Catie Hayes, an AmeriCorps worker with Community Roots, completed the application with assistance from Tami Ruhl, the Knox County Local Food Council and the Get Healthy Knox County Coalition. The grant is one of only four awarded in Ohio and will initially involve the Mount Vernon City Schools. Knox Public Health will be housing the new Farm-to-School coordinator as part of the "funding match" needed for the grant. This position will be posted in the fall.

What was originally known as the Knox Public Health COVID-19 Update is now the Knox Public Health Community Update. The update will still include information on COVID-19, but will also feature information on other programs and services at Knox Public Health as well as local event announcements. The Update will be published every Wednesday via email. Elisa Frazee is coordinating this effort.

In partnership with New Directions and the Ohio Domestic Violence Prevention Network, Hidden in Plain Sight (HIPS) will soon be available as an online training. Lindsey Lamp of New Directions and Tina Cockrell with the Drug Free Communities grant are currently working with a photographer to build the website. The site will include photos and video describing items in the room, how they are used, resources and more. In addition to HIPS going online, we are planning to record a "Keep Knox Safe" training video that would provide knowledge with topics such as: How to detect fake ID's; Understanding good faith acceptance ORC 4301.639; Sales to intoxicated people ORC 4301.22; When to call police; and Bystander intervention.

The Teen Advisory Council continues to meet via Zoom and in person at Ariel Foundation Park to plan the Color for a Cause 5k. Registration is open and sponsorships are available. TAC students will participate in a retreat at Camp Cornish using social distancing guidelines. During this time, they will work on a strategic plan and learn about cultural competency, safe zone training, healthy relationships and a training called Too Good for Drugs.

International Overdose Awareness Day is Aug. 31. Plans so far, include lighting the Ariel Foundation Park tower and the North Main St. bridge and viaduct; and a banner will be placed in downtown Mount Vernon for the month of August. A video series of education is planned as well.

National Recovery Month is September. Plans include promo buttons for people to wear and a traveling banner that will be displayed in each community throughout September. Additionally, similar to National Prevention Week, we are asking community partners, organizations and individuals to snap a picture with a template(s) that display how they support recovery and how to get information about recovery.

There were three new tobacco cessation clients in June bringing the yearly total to 33. Plans are underway to restart the United Way-funded cessation classes which have been on hiatus due to COVID-19. Eight-week sessions to be held once a quarter will begin on Sept.3 with Mike Whitaker, Alayna Mowry and Elisa Frazee overseeing the classes. The ODH-funded Tobacco Use Prevention & Cessation (TUPC) grant has been extended due to COVID-19 and will conclude at the end of September. The majority of the grant – 85% - has been completed.

The agency website, [www.knoxhealth.com](http://www.knoxhealth.com), has been updated to include the new agency name, Knox Public Health. We will be soon adding online credit card payment for birth/death certificates. This may open up other opportunities for other divisions to accept payments online. The COVID-19 page continues to be our most visited page by the community as it is updated daily.

According to Google Analytics, the website had 7,203 users in June involving 16,167 sessions and 25,392 page views. The top five pages visited were: 1. COVID-19 (13,570); 2. Main Page (6,279); 3. KCCHC (497); 4. Rabies News Release (338); 5. Staff Directory (307)

In June, the [knoxhealth](https://www.facebook.com/knoxhealth) Facebook page had a reach of nearly 207,000. We are boosting a post for the TUPC grant of the Ohio Tobacco Quitline. We're also working on a video project for Knox Out Tobacco project that shows what tobacco user could do with \$2,500 instead of spending it on cigarettes (cost based on a pack-a-day for a year). The video will be boosted on social once completed (late July, early August). Our social media focus is shifting from COVID-19 to more program and general public health topics for summer. In terms of COVID-19, we are continuing to post our stats daily and the details chart on days we have new positive case(s). We are taking a break from doing FB live weekly.

### **PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing**

**CMH Program:** extended automatic renewals thru September

**Cribs for Kids program:** waiting to hear about grant with Licking County, still have about 8 cribs on site

**Newborn visits:** continue to be via telephone only at this time

**CPR:** 120 day extension for expired certificates

**Communicable Disease:** Increases in Lyme cases; Chronic Hep B and C are trickling in, many are being seen by Dr Bhat KCH; Have also seen cases of E-coli, salmonella, cryptosporidiosis, and whooping cough recently

**COVID-19:** Recent increase in positive cases; we currently have 57 cases in Knox County; Planning to do testing at Mount Vernon Municipal Court on 7/14/20 for employees and clients. We also have another drive thru planned for Monday 7/20/20 at East Knox High School in Howard from 3-6pm. The Ohio National Guard will be assisting with testing at this event.

**Immunizations:** Recently began doing immunizations on Mondays, Wednesdays, and Fridays for all ages. This also includes Tb testing. Immunizations are planned to begin again at the Danville Sanctuary the second Thursday in August. Two back to school immunization clinics have been scheduled: Tuesday July 21 from 4-7pm and Saturday August 8 from 9am-1pm.

### **School Nurses:**

As of today, it looks like both school nurses will be returning to their schools on or around August 10<sup>th</sup> for the 2020-2021 school year.

### **WIC, Cyndie Miller, R.D., L.D. WIC Director**

*Caseload was 816 participants for June (an increase of 3) impacted by COVID19 pandemic. Referrals included “3” to the Mommy & Me Smoking Cessation program and “0” to the CHC (0 Adults, 0 infants, and 0 children).*

35 of the 257 infants (13.6 %) currently receiving WIC benefits are certified with a risk code designated as “born early” (includes infants born less than 39 weeks gestation). 1 of 75 prenatal participants is 17 years old or less (1.3%).

The FY20 Budget Revision for the Reallocation of additional WIC funds (\$4,767) was submitted on 6/4/20. Requested corrections were submitted on 6/15/20. We are awaiting approval of the reallocation which will allow for the purchase of two additional laptops – one for the breastfeeding peer and one for the Director and Outreach. These funds will also allow for the purchase of a cell phone for use by the breastfeeding peer when working from home and additional office supplies (e.g. ink cartridges for the WIC color printer).

“Curbside service” was continued as our method of service for our WIC participants during the month of June. Our breastfeeding peer helper continued working from home, providing breastfeeding support by telephone and private Facebook. This also permitted four other WIC staff to work in the clinic setting with 6 foot social distancing and masks when outside of their immediate work area.

The following waivers are approved through July which allowed “curbside service” to continue throughout the month of June:

Waiver of Physical Presence, Waiver of Bloodwork/Anthropometric requirements; Waiver for food flexibilities for milk, eggs, and bread (due to shortages reported in the stores for certain WIC authorized foods); Waiver to postpone proof of residency, proof of income, identity, etc.; Waiver of the in-person nutrition assessment requirement; Waiver of participant signature requirement of consent of rights and responsibilities and allow for WIC staff to sign on participant’s behalf to attest these rights and responsibilities were provided verbally; Waiver on minimum stocking requirement for contracts with Vendors beginning July 1, 2020; Waiver of separation of duties requirements (allowing one WIC staff to determine eligibility for all certification criteria and issue WNC *benefits* for the same participant).

We are awaiting future changes in the “Stay Safe in Ohio” directives in order to plan programming for the Farmer’s Market Nutrition Program and initiation of the Knox County WIC Milk Drop. WIC Farmers’ Market coupon issuance has been delayed until July 18th. . One Call Now messages have been sent to inform participants of these changes. Heidi Myers has been in contact with the OhioHealth Mothers’ Milk of Ohio. A drive-thru “Opening” of the Knox County WIC Milk Drop is now scheduled for July 24<sup>th</sup>.

### **COMMUNITY HEALTH CENTER – Lane Belangia, CEO**

**Grant:** The first 2 COVID-related HRSA funding budgets have been approved by HRSA. The 3rd, (H8E) is still processing. We have expended the full amount of the first award and have currently drawn down 16% of the 2nd, (H8D) award. You will see on the agenda for this month the board approval for submitting the first quarterly reporting required for each. The submission due date is July 10th, 2020. These reports were narrative in nature, asking what the center had done in regards to the use of funding toward protection, expansion of services, and response to the COVID-19 outbreak in our service area.

The main H80 330 health center grant is being utilized per budget and is currently drawn down at 26% grant year to date.

**Fiscal:** As stated above the center's main grant continues to be drawn down proportionally per budget and the supplemental HRSA awards are being utilized as per their individual budgets allow to address COVID-19. The revenue for the month of June has improved and totaled \$108,301. This was the highest revenue received since the COVID outbreak. However, this is still well-below the budgeted revenue per month which should be \$179,112 per month. I have provided the finance committee with a written report highlighting the state of the center and forecasting where the center will be at grant year-end. If the current trends for expenses and revenue continue, the center will continue to operate within budget for the remainder of the year. That said, we are continuing to weigh the cost of operations as it relates to COVID-19 in order to conserve funding and successfully carry the center through the year-end.

**Billing:** AR continues to gradually increase, part of which is due for two reasons. The first reason is in regards to the ongoing conflict with Molina/Skygen for dental claims. I submitted a formal complaint to The Ohio Department of Medicaid and have seen some response from Molina in the form of claim payment. Additionally, there are many outstanding claims related to the Danville location and credentialing of providers with the various insurance plans. This process is very cumbersome and takes up to, and beyond, one year with some payers to completely enroll. One point I should stress, though, is to remember all FQHCs cannot turn away any patient based on insurance status or plan. This equates to our center having to credential with every payer source, which broadens the process and takes more time.

In speaking to AR, the claims processing in the 0-120 day timeframes are within what I would expect and see as reasonable. Once outstanding claims are finally processed, the total AR amount will decrease to what the board has indicated as allowable. Stacey and myself have engaged the third party billing company and are satisfied with their management of the process at this time.

**Grant Management:** I have submitted and received confirmation of approval for a simple change in scope to the health center's form 5C (other locations and activities). We have added testing and vaccination clinics to be held in various locations within our service area to form 5C. We had to seek approval for these sites to be in scope because we are using federal funding to support Covid testing in these various locations and will probably do the same when a vaccine is developed. Without the addition to form 5C, we would not be able to use any of the HRSA COVID award to help fund this activity.

**COVID-19:** To date, the center has collaborated with Knox Public Health to stage 2 large COVID-19 testing drive-thru clinics: one in Centerburg and one at the main location in Mount Vernon. Smaller clinics have been held in Danville and daily at the Mount Vernon site. An additional large drive-thru clinic will be held at East Knox High School on July 20th. The National Guard will be assist KCCHC and KPH staff for the day. This was a directive from Gov. DeWine to help increase the testing capability within the state through the means and locations of FQHCs.

Medical and Dental services are back to "normal" and seeing patients face-to-face. Dental has had to decrease the number of patients seen each day due to new infection standards needing to be followed. We are planning further renovation to our dental operatory in order to resume services at pre-COVID numbers within the next two months.

Counseling services are performing care through tele-health and also face-to-face appointments.

The health center has ample PPE and can acquire large numbers of tests if needed for COVID clinics. With expansion related to testing numbers across the state, we have seen a lag time of test results increase from 24-48 hours to 96 hours.



**Co-Applicant Board Compliance:** This month the board will continue to provide guidance on services provided through interpretation of quality measures and our progress, (or lack thereof) toward our 2020/2021 goals. The board could ask why or why aren't the numbers indicating the center is addressing the needs of our patients? Further board guidance will be demonstrated with board approval of the HRSA fund expenditures along with approving scope adjustments and, finally, the progress report submissions for COVID-19 funding. This properly demonstrates board compliance with fiscal oversight and provides direction of the CEO to continue to progress operations as the approved budget allows.

**Board Governance:** I will be asking for the finance committee to meet once per quarter rather than every two months. Our by-laws do not speak to committee meeting frequency. I believe the meetings were established on an every two month schedule during the start-up period of the center and recommend this be reduced. This will be up to the finance committee to decide. The finance committee will meet prior to this month's Co-applicant Board meeting.

The main employee for every FQHC is the CEO, and specifics of oversight of this position speak to annual performance and evaluation, hire, and termination in the HRSA compliance manual and must be demonstrated during each site visit. With the co-applicant agreement the relationship between the co-applicant board/board of health is somewhat different. Your CEO is actually managed by the co-applicant board but employed by the health department. Julie Miller and I had hoped to pursue a contract employment relationship as it was the right time for both the center financially, in regards to scope and span of control this role involves. Our first attempt, and probably only attempt, was denied as this type of switch from a regular employment agreement to a contract would violate Ohio Public Service Employment rules/laws. The change to an employment contract would allow the center to offer additional fringe benefits such as increase days off, enhanced compensation for not taking health care, and wages being offered at a fair market value for the position. This is exactly what we do for our providers currently.

Because I am an existing employee a contract cannot be pursued. Julie and I are continuing to ask questions to seek appropriate outcome. When speaking to succession planning, as Julie indicates...it is important to think of the position and not the person. What position is the center in to replace the CEO if a vacancy occurs? What would the qualifications need to be to maintain compliance and continue operational growth to the center if a vacancy occurs? What would the cost be to replace a CEO? What is fair market value of the employment package for FQHCs of similar size regarding annual budget, patient panel, and service lines offered? How do we fill other needed C-suite vacancies as the center grows? These are all questions to think about in order to protect the center as we have experienced rapid growth in 3 short years and for projected growth continuing for the foreseeable future.

**CEO Update:** I am in final discussions with MVNU to bring a satellite site into scope on their campus this fall. Most growth for health centers throughout the country have been in schools because of the access to underserved populations. The MVNU clinic, housed at a university, would be an expansion to help access a large, underserved population receive access. This will bring on-site clinic services with an MVNU nurse running a student clinic and provider oversight as needed for face-to-face appointments. This will be for primary preventative care and link students to other services such as dental and counseling services at our main site in Mt Vernon.

I am currently seeking 2 additional consumer board members. If you know of anyone, please let me know.

### **3.3. Health Commissioner**

#### **HEALTH COMMISSIONER REPORT – Julie Miller, R.N., M.S.N**

- **Julie reviewed the concrete first steps of the agency Strategic Plan for April through June 2020. She shared that not much has changed but we were able to make a bit of progress**

even though Covid is taking up the majority of everyone's time right now. Staff are doing an amazing job keeping programs going.

- Joyce is working on the Longevity policy. Planning to have ready for approval at the August meeting.
- Joyce will be working with me on succession planning
- Leadership team is helping with school and college opening plans during the Covid crisis. Lane - MVNU; Zach - k-12 schools; Julie - Kenyon
- We continue to deal with where to put staff....we are currently in need of hiring an additional public health nurse in the Public Health Outreach division, CMA for Danville, Admin and NP for the Mount Vernon clinic.
- Covid drive-thru testing site at East Knox went well even though we ran out of test kits, 266 tests were completed and submitted to the lab for results.
- Not surprised by the rural population surge happening mid-July. We are doing our best to keep the county in the yellow.
- This is Katie and Zach's first audit. Both are doing a great job. Stacey is still involved with the 814 fund account.
  
- Although we have returned all employees to the building and are striving to return to our "normal" work - Covid still remains a priority
- The Leadership team has begun assisting in the reopening plans for schools, colleges and other business venues. Each of the team members has specific areas in which they are learning about the guidance and what to review in the reopening plans. This is a big help to me as both the schools and universities have numerous things to consider for reopening.
- Drive up Covid testing for asymptomatic and symptomatic individuals continues at least 4 days a week in the afternoon. There is another drive through clinic scheduled for Monday, July 20th from 3-6p at the East Knox School campus. It is for those 18 yoa and up, free and no appointment is necessary.
- Testing through the health center also takes place through scheduled appointments
- Testing and contact tracing takes up alot of time for the Public Health Outreach staff and we are making plans for a reduction in staff when our school nurses return to the districts they serve.
- The Covid call line continues to get many calls, primarily for testing appointments and the complaint email system continues to get numerous complaints on businesses and organizations not following guidance. The majority of complaints are about employees and others not wearing masks.
- I will hope to review the new Public Health tiered Risk Management system with you a bit at the Board meeting.
- Succession planning continues. Thanks to Eric and Joe who attended the interview for the one internal applicant for the Deputy Health Commissioner role. It is my hope to ask for approval to hire a candidate for that position at the Board meeting.
- Joyce is assisting with the revision of the draft longevity policy. We may not be able to bring the policy to you until August as there are a few items we want to have clarified and make sure that they follow HR and PERS rules.
- The DAC meeting that couldn't take place in March is scheduled for Tuesday, Sept. 8th at 7pm in the Memorial Building dining hall. We will share this meeting, as we did last year, with the Township Association meeting. This is the meeting where we will have Board of Health members appointed and re-appointed. You are welcome to attend if you would like - please let me know if you plan to attend.

#### 4. New Business

##### 4.1.Finance

##### 4.1.1. Income and Expense

Amanda Rogers, DVM made a motion to approve the income and expense report. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT JUNE 30, 2020						
FUND NAME	JAN. 1, 2020 BALANCE	JUNE REVENUE	YEAR-TO-DATE REVENUE	JUNE EXPEND.	YEAR-TO-DATE EXPEND.	JUNE 30, 2020 BALANCE
<b>District Health Fund</b>						
801 - District Health Fund*	1,429,804.70	127,227.73	1,402,769.54	146,395.93	1,043,396.95	1,789,177.29
<b>Environmental Health Restricted Funds</b>						
805 - Swimming Pool Fund	2,147.43	6,810.00	7,314.00	2,094.02	3,493.44	5,967.99
806 - Food Service Fund	17,400.58	5,520.00	169,262.75	11,357.24	118,955.00	67,708.33
807 - Private Water Fund	1,248.29	7,362.65	38,646.84	7,706.49	31,108.87	8,786.26
809 - Sewage Program Fund	6,580.70	10,955.00	52,485.00	9,124.61	47,130.42	11,935.28
810 - RV Park/Camp Fund	18.98	3,759.50	12,169.50	1,547.71	3,662.36	8,526.12
Subtotal	27,395.98	34,417.15	279,878.09	31,830.07	204,350.09	102,923.98
<b>Special Revenue Funds</b>						
819 - Solid Waste Fund	300.04	8,955.71	34,858.27	1,182.10	18,483.38	16,674.93
Subtotal	300.04	8,955.71	34,858.27	1,182.10	18,483.38	16,674.93
<b>Grant Funds</b>						
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	21,387.79	21,690.20	176,854.64	22,415.44	155,498.48	42,743.95
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	19,506.39	6,614.80	57,311.67	6,989.10	46,931.49	29,886.57
812 - PHEP Grant Fund FY July 1 - June 30	7,876.33	9,413.12	56,018.62	17,310.43	44,298.51	19,596.44
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	59,943.78	50.00	8,800.00	2,239.08	15,722.23	53,021.55
814 - Community Health Center Grant FY April 1 - Mar 31	60,089.46	252,436.79	1,168,496.12	194,575.05	1,118,703.84	109,881.74
830 - Drug Free Communities FY Oct. 1 - Sept. 30	4,319.88	39,957.84	86,973.36	9,992.13	56,327.53	34,965.71
Subtotal	173,123.63	330,162.75	1,554,454.41	253,521.23	1,437,462.08	290,095.96
<b>TOTAL ALL FUNDS</b>	<b>1,630,624.35</b>	<b>500,763.34</b>	<b>3,271,960.31</b>	<b>432,929.33</b>	<b>2,703,712.50</b>	<b>2,198,872.16</b>

\*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants.

##### 4.1.2. Transfers/Cash Advances – Resolution 2020-08

Amanda Rogers, DVM made a motion to approve Resolution 2020-08. Barb Brenneman seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Lee Rhoades, Barb Brenneman, Diane Goodrich, Joe Porter and Amanda Rogers, DVM: in the negative; none. The motion was approved.

##### **RESOLUTION 2020-08**

##### **Swimming Pool Fund**

1. Transfer \$300 from 805.1510.50103 to 805.1510.50401

##### **Advance Pay Backs to General Fund**

1. Advance Pay Back \$10,000 from 812.1510.50602 to 801.1510.41100

## **4.2. Personnel**

### **4.2.1. Approval to name Zach Green Deputy Health Commissioner, effective July 27, 2020.**

Lee Rhoades made a motion to name Zach Green Deputy Health Commissioner, effective July 27, 2020. Joe Porter seconded the motion; in the negative: none. The motion was approved.

## **4.3. Contracts**

### **4.3.1. Approval of contract with the Village of Danville to assemble and install an outdoor drink fountain at the Mohican Valley Trailhead for a maximum cost of \$5,000 paid for by the Creating Healthy Communities grant effective August 1, 2020 through December 31, 2020.**

Joe Porter made a motion to approve the contract with the Village of Danville to assemble and install an outdoor drink fountain at the Mohican Valley Trailhead for a maximum cost of \$5,000 paid for by the Creating Healthy Communities grant effective August 1, 2020 through December 31, 2020. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

### **4.3.2. Approval to amend the Letter of Commitment with Yellowbird Foodshed in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020.**

Diane Goodrich made a motion to approve the Letter of Commitment with Yellowbird Foodshed, in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

### **4.3.3. Approval to amend the Letter of Commitment with Baker's IGA in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020.**

Lee Rhoades made a motion to approve the Letter of Commitment with Baker's IGA in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

### **4.3.4. Approval to amend the Letter of Commitment with Mount Vernon Farmer's Market in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020.**

Amanda Rogers, DVM made a motion to approve the Letter of Commitment with Mount Vernon Farmer's Market in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.3.5. Approve Letter of Commitment with Lanning's Foods to implement the Produce Prescription Program effective August 1, 2020 and remains ongoing, with an annual maximum of \$5,000 paid for by the Knox County Community Health Center.**

Diane Goodrich made a motion to approve the Letter of Commitment with Lanning's Foods to implement the Produce Prescription Program effective August 1, 2020 and remains ongoing, with an annual maximum of \$5,000 paid for by the Knox County Community Health Center. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.3.6. Approval of sublicense agreement with Azara Healthcare, LLC, a web-based data warehouse and reporting solution system at an annual cost of \$13,200 for the first year and \$26,500 for subsequent years effective July 23, 2020 and remains ongoing.**

Amanda Rogers, DVM made a motion to approve the sublicense agreement with Azara Healthcare, LLC, a web-based data warehouse and reporting solution system at an annual cost of \$13,200 for the first year and \$26,500 for subsequent years effective July 23, 2020 and remains ongoing. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

**4.3.7. Approval of contract with Melissa Valentine, LPCC, to provide counseling services in the Community Health Center, \$45/hour, maximum \$9,000/year; effective August 10, 2020 – August 9, 2021.**

Amanda Rogers, DVM made a motion to approve the contract with Melissa Valentine, LPCC, to provide counseling services in the Community Health Center, \$45/hour, maximum \$9,000/year; effective August 10, 2020 – August 9, 2021. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.4. Board Approvals**

**4.4.1. Approval to name Brett Berger, Vital Statistics Registrar.**

Lee Rhoades made a motion to approve Brett Berger as Vital Statistics Registrar. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.4.2. Approval to name Katie Hunter, Vital Statistics Deputy Registrar**

Amanda Rogers, DVM made a motion to approve Katie Hunter as Vital Statistics Deputy Registrar. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

**4.4.3 Approve Fiscal Management Manual.**

Joe Porter made a motion to approve the Fiscal Management Manual. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.4.4. Approval of Knox Community Hospital Maternity Licensure application;  
Resolution 2020-09.**

Amanda Rogers, DVM made a motion to approve the Knox County Maternity Licensure application; Resolution 2020-09. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.4.5. Approval to accept additional funding from ODH for contact tracing in the amount of \$139,956.**

Amanda Rogers, DVM made a motion to accept the additional funding from ODH for contact tracing in the amount of \$139,956. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

**4.5. Board Information/Discussion (Non-action items)**


Health Commissioner and/or CHC CEO approved/signed the following:

- MOU between KPH and Knox County Commissioners to utilize the ArchiveSocial, the social media archiving platform, effective July 1, 2020 and remain ongoing.
- Renewed referral arrangement between the Knox County General Health District dba: Knox Public Health and the Knox County Community Health Center to achieve a cooperative, and collaborative service delivery model to a shared target population and service area effective June 26, 2020 and remain ongoing.

**5. Adjournment**

Being no further business, Joe Porter made a motion to adjourn the meeting. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:18 p.m



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Jeff Harmer  
Board President Pro-Tem



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Julie Miller, R.N., M.S.N.  
Health Commissioner